Changing Billing Splits on an Unloaded Blend Ticket

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There are multiple ways to change Billing Splits on unloaded Blend Tickets.

- Change the split on the ticket by going to *Edit / Combine and Split Out* or by choosing **Split Out** on the *Blend Ticket Search* window. This feature will void the original ticket and replace it with a new Blend Ticket with the corrected splits. A billing note will be added showing the ticket number the new one replaced.
- 2. Select new splits before importing the Blend Ticket into an Invoice, in which case a warning appears that asks to keep or replace the current split. The *Keep Current* option allows the splits to be kept that were selected prior to importing the Blend Ticket. In this case, the splits on the Blend Ticket do not get updated.
- 3. Void and re-enter the Blend Ticket.
- 4. Override splits on the Invoice line items.